

*Office Memorandum* . ~~CONFIDENTIAL~~ UNITED STATES GOVERNMENT

TO : Chief, Administrative Staff, OL

DATE: 28 February 1956

FROM : Acting Chief, Real Estate & Construction Division

SUBJECT: Instruction No. 1-200-6 dated 6 November 1955, Subject:  
Delegation of Authority to Real Estate and Construction  
Division Officials.

It is requested that paragraph 2c of LI 1-200-6 be revised to  
read as follows:

"Chief, Space Maintenance and Facilities Branch:

"To execute and issue Job Orders, as necessary to meet Agency  
requirements, for services of a reimbursable nature to be per-  
formed by General Services Administration in amounts not to  
exceed \$2,000 per job order; and to execute and issue Purchase  
Orders for services and/or equipment for use in Agency facilities  
not to exceed \$1,000 per order. Job orders or purchase orders  
in excess of such amounts will require prior approval of the  
Chief, Real Estate and Construction Division. All job orders  
or purchase orders involving expenditures to be charged to other  
than Real Estate and Construction Division allotments will require  
prior approval of the appropriate Division or Office.

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Distribution:

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